

99131002031000, 99131002031000

# Take a further training exam

Heruntergeladen am 12.06.2025

<https://fimportal.de/xzufi-services/109165923/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99131002031000, 99131002031000
Leistungsbezeichnung I	Take a further training exam
Leistungsbezeichnung II	Take a further training exam
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Weiterbildung (131)
Verrichtungskennung	Abnahme (031)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Aus-, Weiterbildung und Sachkunde (2030300), Prüfung und Nachweise für Sachkunde und Sicherheit

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	(2120300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.11.2020
Fachlich freigegeben durch	Association of German Chambers of Industry and Commerce
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/bbig_2005/_71.html">https://www.gesetze-im-internet.de/bbig_2005/_71.html</a> <a href="https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html#BJNR093110005BJNG001600000">https://www.gesetze-im-internet.de/bbig_2005/BJNR093110005.html#BJNR093110005BJNG001600000</a>
Teaser	After gaining an initial vocational qualification, you can take a further education examination, you can acquire a further nationally recognised qualification in vocational education and training.
Volltext	<p>With an advanced training examination you can, for example, obtain a qualification as an industrial foreman, business administrator, business economist or Bachelor / Master Professional.</p> <p>To be able to take an advanced training examination, you must already have an initial professional qualification. This is, for example, a completed vocational training. Depending on the degree you are aiming for, you may have to meet further admission requirements and have work experience, for example. The office responsible for the degree you are aiming for will be happy to advise you on the relevant requirements.</p> <p>You should prepare yourself well in terms of content for the respective further training examination. For this purpose, there are, for example, courses offered by private providers and self-study materials. However, this is not a legal requirement for admission to the examination.</p> <p>Depending on the profession and the federal state, different bodies are responsible for taking the examination. Usually these are the chambers of industry and commerce, professional chambers or</p>

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other bodies responsible for vocational training. The office responsible for your region will inform you about examination possibilities in your region. If the further training examination is not held at your location, you will find out where you can turn to as an alternative.

The further training examination is taken and assessed by an examination board which works on a voluntary basis.

Continuing education examinations consist of several examinations, which you must take on different examination dates as a written knowledge examination and as a practical or oral examination.

## Erforderliche Unterlagen

- Certified copy of the professional qualification
- Tabular list of your professional career
- Official photo ID for identification at the examination
- If applicable, confirmation by the employer of the activities typical for the sector and the duration of these activities

## Voraussetzungen

- The admission requirements differ in each case according to the desired further training qualification and are listed in the corresponding ordinance
  - As a rule, a professionally suitable vocational training is necessary.
  - Depending on the desired qualification, a certain amount of professional experience may have to be proven.

## Kosten

Further training examinations are subject to a fee. The examination fee is based on the respective fee schedules of the regionally responsible body.

## Verfahrensablauf

Before you decide to take a further training examination, you should seek advice from the competent body on the examination admission requirements and, if necessary, take advantage of preparatory training courses.

- In order to be admitted, you submit an application for admission to the examination to the competent body.
- After successful admission to the advanced training examination, you will receive an invitation to all parts

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of the examination (written and practical or oral). The written and oral/practical examinations usually take place on different days.

- At the examination venue, you must prove your identity and register for the examination as an authorised candidate.

- You will normally be informed of the provisional results of the written examination before taking your final oral or practical examination.

- If you have participated in all parts of the examination, you will usually receive immediate notification as to whether you have passed the examination.

After your overall result has been determined by the examination board, it will be forwarded to the competent body. Your examination certificate will then be issued and sent to you.

## Bearbeitungsdauer

The entire procedure for the advanced training examination including registration, admission, invitation, execution of all parts of the examination, determination of results and issuing/sending of the examination certificate takes approx. six to twelve months and depends on the desired advanced training examination and the examination performances specified therein.

## Frist

The registration deadline for the final examination is approximately one to three months before the first examination date. You can find out the exact registration deadline from the office responsible for your region.

## weiterführende Informationen

General information on further education examinations can be found on the website of the Chambers of Industry and Commerce:

[Information on further training

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	<p>examinations](<a href="https://www.ihk.de/weiterbildungspruefungen">https://www.ihk.de/weiterbildungspruefungen</a>)</p> <p>You will find examination offers and further information on the subject of further and continuing education examinations on the site of the Chambers of Industry and Commerce's Further Education Information System:          [Continuing Education Information System](<a href="https://wis.ihk.de/ihk-pruefungen/ihk-pruefungssuche.html">https://wis.ihk.de/ihk-pruefungen/ihk-pruefungssuche.html</a>)</p>
Hinweise	By successfully passing the final examination, you will achieve an educational qualification at level 5-7 in the German Qualifications Framework.
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Regulations may differ depending on the federal state</li> <li>• Appeal against the competent authority</li> <li>• Detailed information on how to file an objection can be found in the "Nichtzulassungsbescheid" and the "Nichtbestandenbescheid".</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• After initial vocational qualification, a further recognised vocational education and training qualification can be acquired by taking a further training examination.               <ul style="list-style-type: none"> <li>• The further training examinations in accordance with BBiG are state-recognised.</li> <li>• Registration for the further training examination is made with the competent body (e.g. Chamber of Industry and Commerce).</li> <li>• Observe admission requirements for qualification objective</li> <li>• If necessary, use educational offers for preparation</li> <li>• Sum of the individual examination performances leads to the overall result</li> <li>• Competent body issues examination certificate</li> <li>• Exam can be repeated twice</li> </ul> </li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Form: "Application for Examination of Admission Requirements".</li> <li>• If applicable, online application required for</li> </ul>

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	<p>"Operational Assignment", "Report", "Project Work" and "Subject Assignment".</p> <ul style="list-style-type: none"> <li>• If applicable, form: "Application for disadvantage compensation" required</li> <li>• Online application possible: partly possible</li> <li>• Written form required: yes</li> <li>• Personal appearance: required for the examination</li> </ul> <p>The regionally responsible office usually makes all applications available as a download on its website.</p>
Ursprungsportal	Weiterbildungsprüfung ablegen, Take a further training exam